

City of Renton Community Services Department  
Recreation Division

## Request for Refund/Account Credit

**General Programs:** To be eligible for a refund/credit, a written request must be submitted at least 7 days prior to the start of the program. The refunded/credited amount will be the program fee less a \$10 administrative fee. No refunds/credits will be issued for any program fees of \$10 or less. See additional information below.

**Adult Leagues:** No refunds will be issued to athletic teams, for league play or tournament play, if the request is made after schedules have been completed.

**Summer Daycamp:** Refunds for Summer Daycamp programs vary depending on the camp. Please refer to the Daycamp brochure for specific details.

**Facility Rental (picnic shelter/HMAC party tent/HMAC group reservation):** To be eligible for a refund/credit, a written request for cancellations and/or changes (date/time/location/etc) must be submitted at least 14 days prior to the reservation date. The refunded/credited amount for cancellations will be 50% of the reservation fee. There is a \$30 fee for rescheduling. No refunds/credits will be issued for cancellation requests submitted less than 14 days prior to the reservation date, and no changes (date/time/location/etc) can be made at that time.

**Facility Rental (Renton Community Center, Highlands Neighborhood Center, North Highlands Neighborhood Center, Renton Senior Activity Center and Athletic Fields):** Please refer to your specific rental agreement for specific cancellation policy or inquire at the front desk. Policies are specific to type of event and room reserved and may be different than the policy listed above.

There will be no other refunds, except in the case of an emergency. Full refunds will be made for any program cancelled by the City of Renton Community Services Department. Refund process is dependant upon the original method of payment (paid by cash/check – a refund check will be cut and mailed in 4-6 weeks / paid by credit card – a refund will be applied to the same credit card account in 1-2 weeks).

Date: \_\_\_\_\_ Refund \_\_\_\_\_ Credit \_\_\_\_\_

Participant Name: \_\_\_\_\_

Payee/Parent Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ (work/cell): \_\_\_\_\_

Class/Program Name: \_\_\_\_\_ Class/Program Number: \_\_\_\_\_

Rental Location: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Reason for Request (please be specific):  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only**

Approved: Yes No Program/Rental Fee: \_\_\_\_\_

Less Cancellation/Change Fee: \_\_\_\_\_

Total Refund/Credit: \_\_\_\_\_

Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_